

November 3, 2004

TO: State Board Agenda Subscribers

FROM: Erika Leak, Director  
State Board Office

SUBJECT: **Agenda Subscribers Subscription Renewal**

Pursuant to *NJSA* 10:4-19, all requests for copies of the public meeting agenda expire on December 31 of each year. Therefore in order to continue to receive either an advanced paper or electronic copy of the agenda in 2005 your subscription will need to be renewed annually.

If you wish to continue receiving advanced copies of the agenda by electronic mail, please disregard this email. The State Board office will continue to send the monthly agenda based on the information you provided back in May, 2004. However, if you wish to update or change the agenda subscription information currently on file, please complete the appropriate section of the attached form and email it to [statebd@doe.state.nj.us](mailto:statebd@doe.state.nj.us) by **December 15, 2004**. If you do not wish to email the information you may fax it to (609) 633-0267. If you do not have access to a fax machine, you may also register to receive the agenda through electronic mail by mailing the appropriate section of the attached form to the address below.

Additionally, at its May 5, 2004, public meeting, the New Jersey State Board of Education passed a resolution establishing a fee of \$25.00 per request to receive advanced paper copies of the public meeting agenda. If you wish to continue receiving a paper copy of the public meeting agenda, please remit a check payable to the New Jersey Department of Treasury for \$25.00, along with the attached form, to the following address:

New Jersey Department of Education  
State Board Office  
River View Executive Plaza  
Building 100, P.O. Box 500  
Trenton, NJ 08625-0500

For additional questions, please contact the State Board Office at 609-292-0739. Thank you.

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**Attachment**

c: William Librera  
Dwight Pfennig  
Michael Rush  
Assistant Commissioners  
Diane Shoener

IF YOU AGREE TO RECEIVE AN ELECTRONIC COPY OF THE MONTHLY STATE BOARD PUBLIC MEETING AGENDA, PLEASE COMPLETE THIS SECTION AND FAX IT TO 609-633-0267 OR MAIL IT TO THE ADDRESS LISTED BELOW. **PLEASE PRINT CLEARLY.**

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BY SIGNING THIS DOCUMENT, I AGREE TO RECEIVE A PAPER COPY OF THE MONTHLY STATE BOARD PUBLIC MEETING AGENDA. ENCLOSED IS MY PREPAYMENT OF \$25.00. *I also agree to pay any returned check fee assessed to the State of New Jersey in the event my check is returned for non-payment.*

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